

North Logan City Library Board Meeting Minutes  
Nov., 14, 2019

- I. Welcome: Jenny Lyman, Library Board Chair, welcomed all in attendance. Those present included: Cheryl Fullmer, Treasurer; Lynette Taylor; Von Mendenhal; Charlotte Brennand, Library Friends Liaison; Steve Earl; Emily Wheeler; James Britsch, Library Director; Kristen Anderson, City Council Liaison; Flora Shrode, Secretary. Guest: Liz Gabbitas, Utah State Library
  
- II. Trustee training from Utah State Library Division

Liz Gabbitas, Technology and Innovation Coordinator at the Utah State Library Division, guided the group through “Library Trustee Orientation” (see scanned document for the outline). The State Library oversees the operation of public libraries in Utah in cooperation with local officials. This training included an overview for board members of their role, legal responsibilities, principles in public librarianship, and ethics to guide trustees’ behavior. Liz showed three short video clips about board members’ most important responsibilities, characteristics of a good board member, and the relationship between the library board and the director. The State Library provides a handbook for board members about these topics and with greater detail about the Utah State Library’s services. Liz ensured that each board member has a copy of the handbook.
  
- III. Friends Report

Lyndsay Peterson, President of the Friends of the Library, was unable to attend the meeting due to an illness in the family. Charlotte Brennand, Board Liaison to the Friends, reported on the need for storage space for books that will rotate into the Friends book sale in the “book buggy” and the sale shelves in the Library. The current space that they have used free of charge for three years will soon be divided, and the Friends must move out. Charlotte and Barbara Middleton reviewed 150 boxes of books and donated many to Deseret Industries and Somebody’s Attic, yet the Friends still need space. One option is a shipping container that that is for sale in Richmond, UT (20 ft wide x 12 ft long) that would cost \$2000. The trailer could be parked in the Library parking lot.

Library Director, James Britsch, commented about the Friends of the North Logan Library’s status and fundraising. The Library may not accept donations because it is a government entity. The Friends of the North Logan City Library is an incorporated nonprofit organization with 501(c)3 status and thus may legally raise money to supplement the Library budget and may donate material goods. The Thorne endowment provides funding to the Friends, who then may distribute financial support to the Library. Book sales are a typical activity of library friends organizations. The Friends communicate regularly with James regarding needs and opportunities for support.

#### IV. Budget Report

Cheryl Fullmer did not have a printed report for the group because of timing of our meeting, but she provided information about a mystery storage unit. The library uses one rented storage unit, and North Logan City has rented a second space, which appeared on the library's budget. City officials have other needs for the second storage space. The library was charged for rent beginning in July 2019, and those funds will be reimbursed now that the error has been identified.

#### V. Director's Report

##### a. Author book signing events

James reported that the Friends of the Library will organize author events.

The Harry Potter party held on Oct. 25, 2019 was a huge success with 650 to 680 people in attendance (slightly fewer than 700 in 2018). The party followed a different format, organizing a line for attendees to move through activities and exhibits rather than allowing people to roam freely. The path through the activities ended in the large meeting room, where films were shown and treats served. Most people seemed to like this arrangement, although a few complained about the line because they wished to linger at various stops. Entertainment was provided for those waiting in line.

A Writing Contest will be held again this year for junior- and high-school students. The Friends of the Library will begin advertising in January 2020; announcements and details will appear in the North Logan City Newsletter and in the *Herald Journal* Newspaper. The top six winners will receive Kindles and there will be a big first prize for first place (TBA).

On Jan. 29, 2020 the Bear River Health Department will offer a free suicide awareness and prevention seminar (6:00 - 7:00pm). Health Department officials will provide the curriculum; the Library serves as the venue.

On Dec. 13 the Library will have a staff holiday party. Board members are welcome to attend; please RSVP to James.

#### VI. Follow-up business

##### a. October meeting minutes

Emily Wheeler moved to approve the minutes; Von Mendenhal seconded the motion; all present voted in favor.

##### b. Book storage solutions

See discussion of potential storage under Friends Report above.

VII. Other business

Next meeting will be January 9, 2020 at 2:00pm